

## **Performance Work Statement PEO C4I and PEO Space Systems Front Office Support Services**

### **1.0 INTRODUCTION**

The Program Executive Offices (PEOs) for Command, Control, Communications, Computers and Intelligence (C4I) and Space Systems (SS) are acquiring executive, management, technical and administrative support services to integrate and support a common service-based C4I and satellite architecture for the fleet and joint warfighter.

### **2.0 BACKGROUND**

Reporting directly to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)) and in coordination with the Deputy Assistant Secretary of the Navy (DASN) for C4I / Information Operations & Space and other Department of Navy (DoN) PEOs, PEO C4I is the naval integration point into a Department of Defense (DoD)-wide C4I architecture. As the acquisition lead for naval C4I systems, PEO C4I develops, acquires, deploys and sustains the most effective and affordable Information Warfare (IW) capabilities required by the fleet and joint warfighters to accomplish their mission. The C4I portfolio includes 108 separate efforts including 10 Acquisition Category (ACAT) I, six ACAT II, 32 ACAT III and IV acquisition programs, as well as Business Category (BCAT) programs, Abbreviated Acquisition Programs (AAPs), PEO C4I Projects and future Middle Tier Acquisition efforts which provide:

- Battlespace, Command and Control, and Force-Wide Situational Awareness;
- Common, precise positioning and synchronized timing data to shipboard combat, navigation, weapon and C4I systems;
- Information operations and intel fusion;
- Communication from ship to ship, ship to shore and shore to shore via satellite and radio; and
- Consolidation of existing legacy afloat networks and applications.

PEO SS is the acquisition command for space systems that support DoD and United States (U.S.) agencies to enable joint, coalition, combined and naval operations. PEO SS coordinates all DoN space research, development and acquisition activities. It is chartered by the Secretary of the Navy as the sole executive agent for development, procurement, engineering support and executive oversight of all DoD advanced Ultra High Frequency (UHF) Narrowband Communication satellites and associated ground systems.

### **3.0 SCOPE**

The scope of this effort is to obtain the wide range of support required across functions/competencies for the PEO C4I and PEO SS Front Office (FO). The PEO C4I and PEO SS FO consists of Flag Officer, members of the Senior Executive Service (SES), and FO Staff including Deputy Program Executive Officers (DPEO) and Assistant Program Executive Officers (APEOs). The support required consists of Acquisition Management, Contract Management, Life Cycle Logistics, Platform Integration and Modernization, Engineering, Technical Direction and Program Capability Support, Cyber Acquisition, Science and Technology, Executive Level Support for Flag/SES, Operations, Manpower, Strategic Management and Strategic Communications and Continuous Process Improvement. The Contractor shall support and interact with Flag Officers, SES's and other high

level military and government executives providing analysis to enable decision making. Section 5.0 describes the various tasks required by the Government. These tasks are not discrete and require collaboration and sharing of information across all functional areas.

For the remainder of the document, the term PEO will be used to refer to both PEO C4I and PEO SS.

#### 4.0 APPLICABLE DIRECTIVES

The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. The following list provides a comprehensive but not exclusive listing of the documents the Contractor shall adhere to in the performance of Section 5.0 Performance Requirements. The latest version or update applies.

Document Type	No./Version	Title	Date
<b>Instruction Libraries</b>			
DoN D and I	Directive and Instruction Library	<a href="http://doni.daps.dla.mil/default.aspx">http://doni.daps.dla.mil/default.aspx</a>	Various
ASN RD&A	RD AIS Library	<a href="https://rdais.stax.disa.mil/kb/en/Policies_%26_Instructions">https://rdais.stax.disa.mil/kb/en/Policies_%26_Instructions</a>	Various
PEO C4I	Current	Operating Guide	
SPAWAR SYSCOM	Instruction Library	<a href="https://wiki.spawar.navy.mil/confluence/pages/listpages-alphaview.action?key=spawarinstructions">https://wiki.spawar.navy.mil/confluence/pages/listpages-alphaview.action?key=spawarinstructions</a>	Various
NAVSEA	Instruction Library	<a href="http://www.navsea.navy.mil/Organization/NAVSEA%20Instructions.aspx">http://www.navsea.navy.mil/Organization/NAVSEA%20Instructions.aspx</a>	Various
<b>Travel</b>			
JFTR	For Military and Civilians	<a href="http://www.defensetravel.dod.mil/site/travelreg.cfm">http://www.defensetravel.dod.mil/site/travelreg.cfm</a>	
<b>Communications and Records Management</b>			
SECNAV IN ST	5210.8D	DoN Records Management Program	31- Dec-05
SECNAV M	M-5210.2	Standard Subject Identification Codes (SSIC) Manual	Jul-12
<b>Continuous Process Improvement</b>			
SPAWAR INST	5220.1A	Continuous Process Improvement	24-May-11
SPAWAR INST	5220.2A	Team SPAWAR Process Development and Maintenance Policy	15-Jul-11
SPAWAR INST	5220.3A	COMSPAWAR Continuous Process Improvement/LSS Excellence Award	21-May-11
OSD Guidebook		DoD CPI Transformation Guidebook	11-May-06
<b>Requirements</b>			
CJCSI	5123.01H	Joint Capabilities Integration and Development System	31-Aug-18
2018 JCIDS Manual		Manual for the Operation of the Joint Capabilities Integration and Development System	31-Aug-18
<b>Acquisition</b>			

DoD I	5000.02 Change 3	Operation of the Defense Acquisition System	10-Aug-17
DoD		Defense Acquisition Guidebook (DAG)	Latest
USD(A&S) Memorandum		MTA Rapid Prototyping/Rapid Fielding Interim Governance	
OPNAVINST	5000.53A	U.S. Navy Maritime Accelerated Acquisition	19-Oct-18
SECNAVINST	5000.2 ED	Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	1-Sep-11
SECNAVINST	5000.42	DON Accelerated Acquisition for the Rapid Development, Demonstration and Fielding of Capability	15-Mar-17
SPAWARSSYSCOM	Tools & Reference Material	Acquisition Program Structure Guide <a href="https://www.milsuite.mil/book/groups/aps">https://www.milsuite.mil/book/groups/aps</a>	
ASN(RD&A) Memorandum		Middle Tier Acquisition and Acquisition Agility Guidance	24-Apr-18
ASN(RD&A) Memorandum		Middle Tier Acquisition and Acquisition Agility Interim Guidance Update	10-Jan-19
<b>Contracts</b>			
Code of Federal Regulation		Federal Acquisition Regulations	Current year
Federal Regulation		Defense Federal Acquisition Regulation Supplement	Current year
NAVWAR Contracts		NAVWAR Contract Policy and Procedures Manual (NAPPM)	Latest

Sustainment, Modernization and Supportability			
PEO C4I	Version 1.1 or current	CONOPs for Modernization Management of PEO C4I	5-Oct-06
COMUSFLTFORCOM/COMPACFLT INST	4720.3B	C5ISR Modernization Policy	14-Oct-08
SECNAVINST	5400.15C CH-1	Department of The Navy Research and Development, Acquisition, and Associated Life-Cycle Management, and Logistics Responsibilities and Accountability	02-DEC-11
NAVSEA	SL720-AA-MAN-030	Navy Modernization Process Management and Operations Manual Rev3 (NMPMOM)	21-Jan-10
PEO C4I Master Plan	Current Version		
PEO C4I PB13 Integrated Roadmap	Deskbook Version 5.0 or Current Version		16-Sept-12
NAVSEA Technical Specification	909310D	Alterations to Ships Accompanied by Alteration Installation Teams (AITs)	Feb-04
SPAWARINST	5200.28	Shore Installation Process Handbook	Current Version
CLF/ CPFINST 4720.3	Current Version	Guidance for the Management of Afloat Combat Systems and C4I Installations	27-Apr-00
DODI	8582.01 or Current Version	Security of Unclassified DoD Information on Non-DoD Information Systems	06-Jun-12
COMBSUBFOR	4720.15	Submarine C5ISR Modernization Policy	29-Jun-12

## 5.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following in accomplishing the requirements of this task order. The Contractor shall provide timely assistance to meet PEO emergent requirements as requested by the Government client. Deliverables shall be provided to and approved by the Government Requestor responsible for the task and shall be in accordance with the directives identified in Section 4.0 Applicable Directives/Documents as appropriate. The Contractor shall collaborate and share information across all functional areas to aid in decision making by all Government Clients. The Contractor shall participate in command-sponsored training, as assigned. Command sponsored training is defined as Team Building and organizational development such as LEAN Six Sigma, but does not include training that would incur additional Government cost.

### 5.1 Acquisition Management (O&M,N)

The Contractor shall provide support for acquisition related matters in the area of Acquisition Program and Project Compliance, Management and Execution, and PEO Acquisition Policy Development. All products shall be prepared with the intent that it will be provided to Flag Officer or SES level decision makers.

**5.1.1** The Contractor shall utilize available data/information or request data/information from program offices to coordinate analytical responses for DoD, ASN(RD&A), DASNs, and PEO on periodic reports to include Research, Development and Acquisition Information System (RDAIS),

Defense Acquisition Executive Summary (DAES), and Selected Acquisition Reports (SARs). All reports shall be received and approved at the correct senior leadership level prior to submitting externally.

**5.1.2** The Contractor shall attend, if requested, program decision and status reviews chaired or requested by the PEO, ASN(RD&A) and Office of the Secretary of Defense (OSD) Principals to include the Under Secretary of Defense for Acquisition & Sustainment (USD (A&S)), the Principal Military Deputy (PMD) for ASN(RD&A), and SES-level DASNs. The Contractor shall advise the Government client on program compliance with existing acquisition statute and regulation.

**5.1.3** The Contractor shall review, assess, provide advice and recommend changes to cost, schedule, and performance of all PEO ACAT programs', AAPs', and projects' acquisition documentation and Congressional certifications—required by statute or regulations—leading to any program decision or status reviews (OSD, ASN(RD&A), PEO). The Contractor shall advise on, and recommend changes to, the acquisition decision memorandum, Congressional certifications required by statute, and any other documentation following the program decision or status review.

**5.1.4** The Contractor shall assess, advise on, and recommend changes to cost, schedule, and performance of all PEO ACAT programs' presentations for program reviews chaired by the PEO, 4-star equivalent ASN(RD&A), 3-star equivalent PMD ASN(RD&A), and SES-level DASNs.

**5.1.5** The Contractor shall assess, advise on, and recommend changes to cost, schedule, and performance of all PEO ACAT programs' decisions chaired by 4-star equivalent OSD Principals to include the USD(AT&L). This will include program reviews chaired by USD(AT&L) to include the DAES meetings.

**5.1.6** The Contractor shall provide Subject Matter Expertise (SME) regarding capability, life-cycle cost, and security documents, pertinent statutes regulations, and policy to advise on, and recommend changes to draft acquisition documents, to include Acquisition Program Baseline (APB), Acquisition Strategy, Acquisition Plans, Program Protection Plans (PPP), Project Description Documents (PDD) and National Security System (NSS) designations and decision and informational briefings to ensure compliance with statutes, the current SECNAVINST 5000, DoD 5000 Instruction, Defense Acquisition Guide (DAG), and current acquisition reform policy.

**5.1.7** The Contractor shall review, collaborate, provide advice on, and recommend changes to acquisition policy, regulations, legislation, statute and programmatic issues from the OSD, ASN(RD&A), PEO, Naval Information Warfare Command (NAVWAR), and Congress. The Contractor shall conduct research to respond to questions necessary to formulate PEO acquisition policy and procedures. The Contractor shall submit recommended acquisition policy and guidance changes and initiatives either ad hoc when a problem is identified, or when input is requested. These policies or procedures shall comply with statutes, the current SECNAVINST 5000, DoD 5000 Instruction, DAG, and current acquisition reform policy.

**5.1.8** The Contractor shall advise on acquisition-related data calls within the required response period, and ensure all data calls are received and approved at the correct senior leadership level prior to responding externally. The Contractor shall have a working knowledge of acquisition law, policy, regulations, and legislation at all levels (OSD, ASN(RD&A), PEO, NAVWAR, and Congress).

**5.1.9** The Contractor shall maintain a comprehensive listing of PEO programs and projects and associated information (e.g., type/level, description, acquisition phase) and the PEO C4I and PEO Space Portfolio Overview chart.

**5.1.10** The contractor shall maintain a bi-weekly list of upcoming Acquisition meetings (i.e., Acquisition Coordination Teams (ACT), Decision Meetings, Program Reviews, etc.) for the following two weeks. The Contractor shall ensure all briefs are received by the established read ahead due date/time. If necessary, the Contractor shall request a status of the read-ahead brief and provided a recommended course of action to the Government client. Once received, the Contractor shall email the link to the brief to the appropriate distribution list along with any request for Executive Summary input. The Contractor shall request Executive Summary input from key stakeholders for all decision reviews, consolidate the input and provide the Government client with recommended input and final summary. Upon approval, the Contractor shall distribute the Executive Summary via emailed link. The Contractor shall develop Executive Summary input at the Flag and SES level.

**5.1.11** The Contractor shall write and submit a brief summary of all acquisition meetings (ACTs, Annual Program Office Reviews, Decision Reviews, etc.) and actions for inclusion in the Acquisition Management Office Clipboard notes within 48 hours of the meeting. The Contractor shall track receipt of meeting minutes from the Program Offices, review the minutes for consistency with Acquisition Management Office Clipboard notes, and notify the Government client of any discrepancies and make recommendations for adjudication. The contractor shall upload all minutes to designated document depository, currently SharePoint's NSERC.

**5.1.12** The Contractor shall provide recommendations for which acquisition documents or templates to designate as Acquisition Templates and Examples for NAVWAR 6.0's Acquisition Program Structure Guide hosted by MilSuite.

**5.1.13** The Contractor shall obtain and maintain access to the necessary Acquisition websites, portals or databases which currently include Defense Acquisition Management Information Retrieval (DAMIR), RDAIS, and NSERC.

**5.1.14** The Contractor shall provide scheduling support and analysis to include overseeing an overarching PEO Integrated Master Schedule (IMS) effort and interface as necessary with the Program Offices.

**5.1.15** The Contractor shall provide technical writing expertise by deftly and efficiently drafting specific acquisition-related documents such as Acquisition Strategies and Streamlined Acquisition Plans. This support may be at the Program Office level.

## **5.2 Contract Management (O&M,N)**

The Contractor shall provide PEO overarching assistance with programmatic contract related matters. The Contractor shall support the areas of acquisition as related to programmatic contract tasks which include management, execution, and policy. The contractor shall only participate on projects and tasks where there are no Organizational or Personal Conflicts of Interest (OCI/PCI).

**5.2.1** The Contractor shall facilitate the development of contract strategies and provide support in

planning, coordinating, developing, analyzing, and resolving key procurement issues affecting all programs across the PEO. The Contractor shall develop, collect, analyze and prepare metrics data for PEO-wide contract planning and actions.

**5.2.2** The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies as related to procurement strategies. The Contractor shall identify and correct problems, and make recommendations as they relate to programmatic contract management. The Contractor shall develop and update documentation to support the above on a PEO-wide level such as briefs, reports, training packages, Standard Operating Procedures (SOP), policy updates, and guidebooks.

**5.2.3** The Contractor shall interpret and provide expert advice on contracting policy, regulation and statute.

### **5.3 Life Cycle Logistics (O&M,N)**

The Contractor shall provide enterprise support with Life Cycle Logistics matters related to the acquisition, fielding and support of PEO systems across the portfolio. Support shall involve supporting various Integrated Product Teams (IPTs) and strategic initiatives to ensure cost effective support strategies are fully realized for the PEO product portfolio and that overarching support strategies are identified for integrated C4I capabilities. The contractor shall support initiatives geared toward improving the overall supportability and cost effectiveness of end-to-end C4I capabilities.

**5.3.1** The Contractor shall provide logistics expertise and management in the area of enterprise-wide Life Cycle support to ensure all PEO programs have adequate product support packages in place prior to Milestone B, C, and Full Rate Production (FRP) decisions, as well as periodic Logistics Sufficiency Reviews.

**5.3.2** The Contractor shall ensure that program logistics acquisition and planning documents are submitted, reviewed and approved as required to meet acquisition milestones, program reviews, and logistics assessments/certifications. The contractor shall provide subject matter expertise for the development and review of C4I logistics documents/plans that include Life Cycle Sustainment Plans (LCSPs), Supportability Business Case Analysis (BCAs), User Logistics Support Summaries (ULSSs), Cost Analysis and Requirements Documents (CARDs), Logistics Requirements Funding Summaries (LRFSSs), Training Plans, and logistics management/planning presentations. This includes ensuring that the documents are delivered to meet required PEO schedule requirements and that document content/format is compliant with DoD/DoN guidance, standards and policies. The contractor shall identify and report document discrepancies/recommendations and track the disposition/resolution of each.

**5.3.3** The Contractor shall monitor and analyze logistics support planning and package development efforts across all PEO products/programs to ensure logistics support strategies and products associated with all platform type installations meet applicable acquisition milestone and logistics certification requirements. This includes supporting the development, review and implementation of Supportability BCAs and Performance Based Logistics (PBL) strategies/agreements, as well as the development and delivery of product support management/logistics status presentations and briefs. The Contractor shall provide suggestions for

logistics planning/package improvements and identify deficiencies for correction.

**5.3.4** The Contractor shall monitor program office compliance with higher authority (DoD, DoN, ASN, Chief of Naval Education and Training (CNET), Naval Supply (NAVSUP), etc.) Logistics, Training, Supply Chain and Product Support Management policies and initiatives and report the compliance to the Government client. The Contractor shall support enterprise initiatives for integrated C4I baselines, logistics cost and process efficiencies and end-to-end/capability based support strategies. The Contractor shall also develop and review draft PEO/NAVWAR policy for distribution to the program offices and collaborate with other commands in the development of Integrated Logistics Support (ILS) policy as assigned.

**5.3.5** The contractor shall support the evaluation, development and implementation of enterprise training solutions to reduce costs and maximize training efficiencies of C4I Network Systems/Applications (user, administration and security) and Communications/Navigations (operation, maintenance and management) courses and pipelines. The contractor shall ensure that training plans and requirements are in compliance with DoD, DoN, CNET and NAVWAR policies, and an enterprise focus is applied to streamline and reduce training system development/procurement costs and course length/curriculum redundancies. The contractor shall also ensure that program support strategies are focused on enterprise solutions for the remote access and delivery of post installation, refresher and formal Navy schoolhouse training solutions.

**5.3.6** The Contractor shall support the analysis and planning of overarching C4I support strategies and products to facilitate the installation and fielding of integrated/common C4I builds and baselines. This includes the development of end-to-end support strategies and products to standardize product support solutions across the C4I Networks/Applications and Communications/Navigation baselines that maximize the Fleet User's proficiency and ability to effectively and efficiently operate, maintain, and sustain their C4I capabilities as a holistic system of system vice the traditional stand-alone equipment support package. The Contractor shall ensure that all support strategies are focused on improved efficiencies/effectiveness and are compliant with all DoD/DoN logistics guidance and policies.

**5.3.7** The Contractor shall ensure Independent Logistics Assessments (ILA), in-service Product Support Reviews (PSR) and Post Implementation Reviews (PIR) are scheduled and conducted to meet Milestones B, C, FRP and post Initial Operational Capability (IOC) and Full Operational Capability (FOC) dates in accordance with DoD/ SECNAV 5000.2 and SECNAV 4105.1 series guidance. The Contractor shall ensure the requirements are properly scheduled, met and documented. The Contractor shall evaluate program logistics support strategies and product support packages, identify and complete any missing data and include it in the package for approval. In addition, the Contractor shall verify ILA/PSR/PIR schedules with PEO assessment teams to ensure that scheduling is consistent with program milestones, evaluate and report assessment findings, and coordinate the tracking and resolution of discrepancies/ recommendations.

**5.3.8** The Contractor shall compile and distribute monthly PEO enterprise Life Cycle Logistics and product support metrics reports. The Contractor shall perform trend analysis and provide recommendations for improving end-to-end C4I product support.

## **5.4 Platform Integration and Modernization (O&M,N)**

The Contractor shall provide program management support for Platform Integration and Modernization including monitoring program office compliance to Navy Modernization policies, assessing program office fielding strategies, participating in modernization and installation process improvement and automation initiatives, and supporting configuration management initiatives. Modernization refers to the efforts to provide current and future capabilities to the warfighter and installations refer to fielding the C4I products and services.

**5.4.1** The Contractor shall provide coordination support for PEO both internally and externally. External agencies coordination is to include, but not limited to CNO Resource Sponsors, Commander, Fleet Forces Command (CFFC), Naval Network Warfare Command (NNWC), Commander, Atlantic Fleet/Commander, Pacific Fleet (CLF/CPF), and Type Commanders (TYCOMs). Internal agencies coordination support is to include, but not limited to, program offices, Fleet Readiness Directorate (FRD), local and national NAVWAR Competency Aligned Organizations. The Contractor shall coordinate the Bi-weekly Capability Implementation Board (CIB) including in particular the development and publication of the C4I Build content.

The Contractor shall coordinate and help manage various modernization/integration meetings. The Build Implementation IPT, Navy Capability Implementation Board (NCIB), Monthly Modernization meeting, and Installation Manager meeting. The contractor shall develop agendas, gather briefing materials, facilitate the meeting, collect and disseminate minutes and actions, coordinate VTCs and conference calls. The contractor shall also support Carrier/Expeditionary Strike Group (C/ESG) meetings, Installation Readiness Reviews (IRRs), Platform Configuration Change Boards (PCCBs), Naval C5I Modernization Council (NMC), and various Surface, Air, Submarine Master Planning meetings/events.

**5.4.2** The Contractor shall participate and facilitate Continuous Process Improvement (CPI) efforts chartered to review current C4I Modernization-related processes and develop more effective, efficient, and cost-wise “to-be” processes. For example, current initiatives include the Baseline Change Request (BCR) improvement and the NAVWAR PEO Integrated Data Environment Repository (SPIDER) Workflow Lean Six Sigma (LSS) initiative. The contractor shall provide an annual end of the year CPI report and identify potential opportunities for the next calendar year.

**5.4.3** The Contractor shall perform independent analysis, draft PEO policies, documentation reviews, and provide recommendations of Fleet and Navy initiatives such as Naval Modernization Process (NMP), and Fleet Baselines, and Capability Packages.

The Contractor shall serve as the SME for the Baseline Change Request (BCR) policy and process and manage the BCR process.

**5.4.4** The Contractor shall coordinate with the Technical Director (TD) team on providing updates to the PEO C4I Integrated Roadmap which is part of the PEO C4I Master Plan. The contractor shall support the NCIB, prepare data calls, collect roadmap data and maintain configuration management of the various individual roadmap. The contractor shall perform analysis of System Roadmap trends.

The Contractor shall support the PEO C4I POM submission. The Contractor shall support the IPT, prepare correspondence, collect POM data, build briefs, and maintain configuration management of the various individual POM submits. The contractor shall maintain the POM puts and takes list, and perform analysis of POM trends. This requires knowledge of budget exhibits, budget databases

(PBIS and RAPS), the POM process, and methodologies for prioritizing POM issues.

**5.4.5** The Contractor shall provide installation planning and management support. The Contractor shall provide SME-level knowledge of the NMP to accomplish Installation Planning and Design tasks. Subject matter expertise of the NMP includes knowledge of Ship Change Documents (SCD), Ship Alterations (SA), Engineering Changes (EC), Software Changes (SWD), Installation Requirements Diagrams (IRD), and Ship Installation Diagrams (SID). It also includes knowledge of the modernization database such as SPIDER/CAPS/Proactive Performance Measure (PPM), NDE and NTIRA, and knowledge of exceptions and special cases. To fulfill the wide-ranging demands of this task the contractor shall have knowledge of the programs in the PEO, the modernization processes that are used by PEO, and the basic acquisition processes.

The Contractor shall develop, collect, analyze and prepare monthly metrics data representing cost, schedule and performance trends for fielding PEO products and services to include process and policy impacts. Such efforts include gathering and analyzing data from SPIDER, NDE and NTIRA. These include:

- Monthly installation metrics for the Modernization Meetings and the PEO staff meeting including Installation Readiness Diagram status, collation of FRD metrics Ship Installation Drawings metrics and development of System Operational Verification Test (SOVT) status.
- PEO C4I's delivery of the fielding plan to FRD by 31 March and follow-up installations not entered in SPIDER.

This portion of the task requires detailed knowledge of the C4I databases, the PPM portion of SPIDER. This would include exceptions and special cases such as knowing of items like alterations that don't require SOVTs, SAs without SIDS, and similar details required to produce accurate metrics.

**5.4.6** The Contractor shall have knowledge of the programs in the PEO, the modernization processes that are used by PEO, and the basic acquisition processes. The Contractor shall develop drafts of installation policies, instructions, notices, memorandums, Concept of Operations (CONOPS), User Guides, process flow diagrams and SOPs. The Contractor shall support documenting, optimizing and automating internal and external business processes associated with Fleet Modernization. These include Navy Modernization Plan updates, making small alterations easier and overall streamlining of the process.

The Contractor as the NMP Subject Matter Expert shall facilitate training on the revised or new policies. The Contractor shall serve as the help-desk for interpretation of NMP policies for the program offices.

The Contractor shall be the expert for the BCR process. The Contractor will track BCRs, prepare weekly briefs, insure timely routing and be the administrative assistant for updates to the instruction.

The Contractor shall be the expert for the Fleet Readiness Directorate Installation Office (FIO) Exemption Process within the PEO. The Contractor will track FIO exemption requests, prepare weekly briefs, ensure timely routing and be the administrative assistant for updates to the instruction.

The Contractor shall coordinate the preparation and review of the DPEO Modernization (Mod) spend plan and the larger modernization spend plan including PMWs 750, 760, 770, 790 and DPEO Mod. This requires a working level knowledge of the efforts in each of these program offices.

The Contractor shall review acquisition documents and provide an initial input for review and submission from DPEO Mod. This requires a working knowledge of the programs in the PEO and the issues involved with fielding them.

The Contractor shall coordinate periodic schedule reviews for programs in the PEO to review EC Request Plans, SCD Plans, and schedule realism to support advertised fielding dates and on time expenditure of funds allocated for fielding.

The contractor shall be the SME for the development and management of the PEO Modernization CONOPS. The contractor shall maintain configuration management of the document, implement periodic changes and establish a disciplined change process.

**5.4.7** The Contractor shall develop, collect, analyze, and track data representing cost, schedule, and performance related to PEO installation budgets, maturity of products, SIDs, and execution schedules. The Contractor shall assist with installation planning for C4I alterations. This requires interface with and utilizing data from a variety of groups (including program offices, PEO planning groups, Fleet planning groups, Naval Sea Systems Command (NAVSEA), etc.) and processes (i.e. NMP-Management and Operations Manual, SPIDER, NDE, Afloat Master Planning System (AMPS), NTIRA, CAPS) both within the PEO and across the Fleet.

The Contractor shall analyze data from SPIDER, NDE, AMPS, NTIRA, Planning Yards, and NAVSEA and develop performance metrics for various reports and presentations. The Contractor shall develop and maintain NAVWAR and PEO installation policy documents, processes, and procedures. The Contractor shall track and assist in resolution of action items and issues affecting installation of PEO systems. The Contractor shall respond to information requests and data calls.

**5.4.8** The contractor shall engage in Product and Platform fielding plans in support of Stack Hands. As Stack Hand briefing occur with the various fleet stakeholders (SPM, TYCOM, FLTCDR etc...) the contractor shall be able to articulate the issues raised with expected completion timelines and associated changes to the installation package.

## **5.5 Engineering Support (O&M,N)**

The Contractor shall provide systems engineering SME support and administrative support to the APEO-Engineering team.

**5.5.1** The Contractor shall provide Project Management and SME support services to prepare, review, comment, and implement systems engineering policies and procedures. These policies and procedures include, but are not limited to assigned sections of the PEO Operations Guide (POG), the Enterprise Engineering and Certification (E2C) CONOPS, governance charters (e.g. systems engineering efforts under the Portfolio Governance Board (PGB) construct such as the Systems Engineering Board (SEB) and the Platform Technical Review Board (PTRB)), and NAVWAR 5.0 CONOPS.

**5.5.2** The Contractor shall draft, prepare for signature, route and file/post all official engineering correspondence. Official engineering correspondence shall include, but is not limited to acquisition documentation reviews, technical white/position papers, risk/issue assessments, and executive

summaries in support of acquisition decisions.

**5.5.3** The Contractor shall develop, collect, analyze and prepare monthly metrics data to inform leadership on engineering initiatives.

## **5.6 Technical Direction and Program Capability Support (RDT&E)**

The Contractor shall provide technical direction and capability integration subject matter expertise support across the PEO portfolio with an understanding of C4I and SS technologies, Fleet CONEMPS, warfare mission areas, systems-of-systems engineering and design for interoperability. The Contractor shall provide support to the Deputy PEO Technical Director and Capability Integration (DPEO TD) for the execution and management of four focus areas: (1) Information Warfare Digital Execution Plan (IWDEP), (2) C4I Capability-based Integrated Process (CCIP), (3) Fleet Design, and (4) Warfare Improvement Process. All of these efforts support the continued definition and development of the Information Warfare Platform (IWP), a system-of systems construct that enables Information Warfare (IW) effects chains that objectively improve warfare mission area outcomes. In addition, the contractor shall perform technical assessments in support of acquisition strategy development and execution, acquisition decisions, technical and acquisition policy, and POM issue development and prioritization. This support includes a requirement for Top Secret/Sensitive Compartmented Information (TS/SCI) clearances due to ongoing analysis and integration efforts requiring SCI level access to red threat data, national ISR capabilities, PEO C4I IO/ISR program capabilities and limitations, capabilities and limitations of surface and air programs involved in mission thread analysis, as well as classified S&T and prototype projects.

**5.6.1** The Contractor shall assist the DPEO TD in reviewing documentation produced by the program offices and advising the PEO/PMW personnel on acquisition policy, technical direction and program integration, relative to Research and Development efforts and existing capabilities to inform a PEO position; advice shall comply with all Federal, DoD, DoN and NAVWAR requirements.

**5.6.2** The Contractor shall assist in tracking and reviewing higher headquarters documents, draft guidance and data calls, coordinating responses with program office technical expertise and providing recommendations to inform a PEO response. The Contractor shall provide management, maintenance and archival of PEO artifacts and related NAVWAR and DON artifacts in the designated government site. The Contractor shall facilitate user access to authorized users for PEO published documents.

**5.6.3** The Contractor shall perform independent assessments of PEO programs and proposals, as assigned to evaluate technical and program integration risks using commercial best practices and provide recommendations to the DPEO TD.

**5.6.4** The Contractor shall coordinate and participate in technical working group meetings, technical exchanges, summits and Acquisition Coordination Teams (ACT). The Contractor shall coordinate and prepare all documentation required to prepare, facilitate and participate in the meeting. The Contractor shall submit a meeting report within four (4) working days of the meeting identifying outcomes and action items.

**5.6.5** The Contractor shall coordinate and provide technical expertise in IPTs, working group

meetings, teleconferences, program reviews, and planning sessions to support the effective execution of PEO Masterplan and supporting activities. The Contractor shall provide agendas, prepare meeting technical issues report, document and track action items. The Contractor shall provide technical and program management expertise on development efforts to facilitate technical maturity evaluation and strategic intent of the PEO Masterplan is met within the required schedule.

**5.6.6** The Contractor shall provide support in developing, orchestrating, tracking and monitoring IWDEP projects across seven lines of efforts: Agile Core Services, Application Architecture, Data Stewardship, Development Operations (DevOps), Cloud Computing, Digital Twin, and Virtual Training. The Contractor shall participate, support and facilitate various IWDEP related meetings to support the coordination and alignment of IWDEP activities. The Contractor shall prepare, document and facilitate all meeting content and track actions. IWDEP provides the means to document, communicate, evolve and manage the execution of PEO's digital transformation strategy. The IWDEP execution activities are intended to close critical knowledge gaps and provide actionable guidance to programs to facilitate rapid execution, high-velocity learning and the integration and alignment of digital enablers across PEO portfolio to support the implementation of Information Warfare Platform (IWP).

**5.6.7** The Contractor shall provide systems and requirements analysis support, as part of the DPEO TD team. The Contractor shall gather information at technical discussions, draft technical/white papers, position papers, risk/issue assessments, executive summaries and other documentation. The Contractor shall leverage commercial and industry best practices to inform analyses. The Contractor's inputs shall be in sufficient detail and clarity to support enhancement of PEO designs and migration activities.

**5.6.8** The Contractor shall participate in the periodic Technical Direction and Capability Integration meetings by representing the PEO domain in discussing and recommending approaches to resolving interactions, interoperability and technical issues with other cooperating activities and PEO domains. The contractor shall provide technical presentations, and answer technical questions. The contractor shall document outcomes and actions to provide to the DPEO TD.

**5.6.9** The Contractor shall provide support for identifying and analyzing technology gaps within PEO portfolio in conjunction with the PEO S&T team, analyzing relevant technology trends that offer potential benefits to the PEO portfolio, and developing technology plans or roadmaps. The contractor shall support coordination of industry engagements or working groups including agenda management, coordinating site location and security, as well as tracking significant findings and actions in a document submitted within five (5) working days after the meeting. The Contractor shall assist with analysis and implementation of long term, way ahead technology plans, schedules and initiatives for PEO. The Contractor shall coordinate and disseminate these plans to all program offices and external actions as needed.

**5.6.10** The Contractor shall support Information Warfare mission area analysis in support of the C4I Capability-based Integrated Process (CCIP). The Contractor shall identify capability gaps from mission area analysis and recommend resolution via new capability development, fielding synchronization and/or S&T investments. The Contractor shall recommend POM issue development and prioritization or which programs should have their funding lines maintained. Specific efforts include:

- Supporting annual C4I Capabilities-Based Integrated Process (CCIP) analysis efforts.
- Coordinating with PEO C4I program offices and external organizations to synchronize CCIP analysis efforts with the From-the-Air and From-the-Sea NCIP processes.
- Participate in annual NCIP/CCIP-related Concept of Employment (CONEMP) development with the Warfare Development Centers to ensure PEO C4I capabilities are properly incorporated.
- Participate in NCIP analysis efforts in support of N98/NAVAIR and N96/PEO IWS, with emphasis on effective incorporation of PEO C4I capabilities in these analyses.

**5.6.11** The Contractor shall support and participate in technical exchanges with other Navy and Marine Corps organizations and assist in developing and maturing the Fleet Design concept. The Contractor shall participate and provide PEO C4I technical and programmatic expertise and representation to inform fleet design integration, distribution and maneuver capabilities, as part of Distributed Maritime Operations (DMO). The Contractor shall participate and provide PEO expertise and representation in support of NTG, to integrate communications, weapon systems and sensors, command and control systems to enable intelligent exchange and analysis of data to inform warfighter decision processes. The contractor shall provide PEO and system-of-systems engineering expertise to inform a holistic and interoperable solution design. The Contractor shall support internal and external meetings and shall document outcomes and actions to facilitate progress. The Contractor shall support information exchanges via phone, VTC and in-person. The Contractor shall review and analyze DMO and NTG technical proposals and support the development of PEO portfolio to support.

**5.6.12** The Contractor shall support the annual Warfare Improvement Process for select mission areas (Information Warfare, Surface Warfare, Integrated Air and Missile Defense at a minimum) by:

- Providing C4I subject matter expertise to Warfare Development Centers (WDCs) to inform development and prioritization of integrated capability gaps.
- Analyzing and linking WDC prioritized integrated capability gaps to existing PEO C4I programs and budget lines.
- Using WDC capability gap priorities to recommend and prioritize program POM issue development.

**5.6.13** The Contractor shall support the annual PEO POM development process by:

- Assimilating guidance from the CNO, Fleet capability gaps and CONEMPS, and objective analysis such as CCIP and portfolio health assessments to draft PEO POM processes and priorities.
- Analyzing PMW POM issues for technical correctness, adequacy and alignment to CNO guidance as well as Fleet initiatives and priorities.
- Coordinating PMW POM issues with external organizations such as PEO IWS.
- Developing a defensible set of prioritized POM issues for presentation to PEO resource sponsors.

**5.6.14** The Contractor shall develop, collect, collate, analyze and prepare performance metrics and data to inform leadership on DPEO TD initiatives. The Contractor shall collect and coordinate qualitative data to support progress reporting on strategic efforts and draft strategic communications

to support higher headquarters and external stakeholder communications.

### **5.7 Cyber Acquisition (O&M,N)**

The Contractor shall provide support for determining and implementing cyber requirements. This support may include a requirement for Top Secret/Sensitive Compartmented Information (TS/SCI) clearances depending on the security classification of applicable cyber information and issues.

**5.7.1** The Contractor shall provide coordination support for PEO C4I regarding cyber acquisition requirements and issues with internal and external stakeholders. Coordination support activities include gathering, consolidating, analyzing and disseminating information as tasked. The Contractor shall draft white papers and position papers and other requirements documentation, as requested.

**5.7.2** The Contractor shall attend meetings whose purpose is to discuss cyber acquisition requirements and issues. The Contractor shall submit a meeting report of actions and relevant information within five (5) working days after attending the meeting.

**5.7.3** The Contractor shall analyze cyber acquisition requirements and provide recommendations for inclusion into the PEO products and services, and support cyber metrics requirements across all PMWs as well as reporting requirements across Navy. The Contractor will be required to access SIPRNet and may also require JWICS access. The Contractor shall utilize VRAM and eMASS data bases to support the tracking and reporting of cybersecurity testing and compliance with standards, EXORDS, OPORDS, and FRAGORDs. The contractor shall generate and track completion of Navy and PEO cybersecurity action items, as well as coordinate across multiple PMWs to generate consolidated inputs and executive level summaries.

**5.7.4** The Contractor shall notify the PEO FO within one working day of an emergent requirement from the Cyber community, and provide analysis and recommendations on how to best meet the requirement.

**5.7.5** The Contractor shall provide cyber security analysis of individual programs and across PEO to assess risk and compliance to Information Assurance (IA) and Cyber Security requirements.

### **5.8 Emergent Technology Support (RDT&E)**

The Contractor shall provide subject matter expertise and support in executing the PEO Science and Technology(S&T) program. This support includes a requirement for a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance since some of the analysis (e.g., S&T gaps) will include program data classified at that level.

**5.8.1** The Contractor shall assist the Chief Technology Officer by reviewing S&T proposals to assess their probability of success and potential to fill program office S&T gaps, providing technical expertise regarding S&T investment programs, advising the PEO on S&T policy and directives, and maintaining all S&T portfolio documentation. All Contractor advice shall comply with all Federal, DoD, DoN and NAVWAR requirements.

**5.8.2** The Contractor shall assist in generating, tracking and evaluating S&T proposal solicitations and data calls for various Office of Naval Research (ONR) and OSD S&T venues. The Contractor

shall provide subject matter expertise concerning the various S&T venues and best practices, provide training to program offices, and assist program offices with proposal preparation.

**5.8.3** The Contractor shall provide support for identifying, documenting and analyzing PEO S&T gaps. The Contractor shall coordinate with program offices, identify and review higher level authoritative guidance concerning S&T gaps and technology focus areas, and examine other relevant S&T gap documentation such as the Surface Warfare Enterprise S&T gaps document. The Contractor's inputs must contain sufficient detail and clarity to communicate S&T gaps to communicate with stakeholders, Industry and other government organizations, and to prioritize PEO S&T investment.

**5.8.4** The Contractor shall coordinate PEO S&T activities with OPNAV N2/N6FX, OPNAV N84, ONR Code 31, ONR Office of Technology, the OSD Rapid Reaction Technology Office, NAVWAR 5.2.2, the NAVWAR System Centers, and other Navy systems commands.

**5.8.5** The Contractor shall perform independent assessments of the PEO S&T portfolio and evaluate project execution to include technology maturation, schedule and financial execution. The Contractor shall prepare monthly status reports detailing S&T portfolio statistics, data calls, significant S&T community events and transition success stories.

**5.8.6** The Contractor shall maintain all documentation regarding the PEO portfolio, including current and completed projects, current and past S&T project proposals, and portfolio statistics such as composition by S&T venue and transition metrics.

**5.8.7** The Contractor shall coordinate and participate in technical working group meetings and ACTs. The Contractor shall prepare all documentation required to participate in the meetings. The Contractor shall submit a meeting report within four (4) working days of the meeting, provide an analysis of any significant S&T issues raised and identify appropriate action items.

**5.8.8** The Contractor shall provide subject matter expertise in S&T forecasting, analysis and transition including ONR and OSD S&T programs. The Contractor shall adhere to NAVWAR CONOPS for S&T Forecasting, Investment and Transition.

## **5.9 Executive Level Support for Flag/SES (O&M,N)**

The Contractor shall provide Executive Level support for at least one Flag Officer and one SES. The Contractor shall provide subject matter expertise in supporting program management and acquisition of complex defense systems to include IT systems in support of a Flag Officer and SES. This support includes a requirement for Top Secret/Sensitive Compartmented Information (TS/SCI) clearances since the engagements, briefings, and general support may require classified information access to include programmatic, technical, cyber.

**5.9.1** The Contractor shall coordinate Executive Level Forums such as Resources and Requirements Review Board (R3B), Fleet Commanders Readiness Council (FCRC), ACAT I Flag reviews, etc.) and Senior Leadership off sites. These activities require application of functional knowledge of stakeholder organizations such as ASN (RD&A), USD (AT&L), US FFC, OPNAV, Navy Cyber Forces, 10th Fleet, Naval Air Forces, Naval Submarine Forces, Naval Surface Forces, other PEOs, SYSCOMS, industry partners and professional associations and their strategic priorities and

processes.

**5.9.2** The Contractor shall serve as the Senior Consultant to PEO C4I and PEO Space Systems when engaging with organizations such as ASN (RD&A), USD (AT&L), US FFC, OPNAV, Navy Cyber Forces, 10th Fleet, Naval Air Forces, Naval Submarine Forces, Naval Surface Forces, other PEOs, SYSCOMS, industry partners and professional associations. The Contractor shall provide subject matter expertise in executive level writing to include brief development for congressional and four star briefs, speeches and articles. The Contractor shall ensure all engagements and interactions follow military protocols. The Contractor shall support Executive Level Strategic Planning for NAVWAR 00, PEO C4I, and PEO Space Systems. The Contractor shall screen incoming correspondence and materials (i.e., briefs, white papers) for the Flag Officer and SES. The Contractor shall prepare executive level summaries and note areas of interest. The Contractor shall attend senior level forum as appropriate and disseminate information/assign actions resultant from the engagements.

**5.9.3** The Contractor shall work across NAVWAR Competencies at the Executive and action officer level. As processes (e.g., hand off of programs from PMW 160 to PMW 750 to FRD) become more dependent, the Contractor shall ensure to the maximum extent possible, a seamless coordination that reduces duplication of effort while ensuring a single product with enterprise buy-in.

**5.9.4** The Contractor shall provide Flag/SES level administrative support such as maintaining a Flag or SES level schedule, Flag/SES travel coordination, senior level meeting coordination, awards coordination, transcribing correspondence into the appropriate format and answering the phone. The Contractor shall be responsible for routing documentation for review among the PEO staff.

## **5.10 PEO Operations (O&M,N)**

The Contractor shall provide management and subject matter expertise support for PEO Operations. Operations include ensuring that phones, computers, video teleconferencing, and facilities are up-to-date, maintained, operated and available to all required personnel.

**5.10.1** The Contractor shall coordinate and participate in working group meetings with Program Management, Warfare Offices (PMW) to synchronize cross-PMW operations activities such as phones, printers, and computer resources. The Contractor shall prepare all documentation necessary for active participation and submit a report identifying action items within five (5) working days after the meeting.

**5.10.2** The Contractor shall assist with analysis and implementation of long term, way ahead operation plans and initiatives for PEO. The Contractor shall coordinate and disseminate these plans to all PMWs.

**5.10.3** The Contractor shall provide Facilities support. This includes preparing and submitting Facilities Request Forms (FRFs) pertaining to the office area, restrooms, and kitchen areas of the PEO FO Staff, preparing for and participating in Facilities Planning Boards (FPB) in support of all PEO and PMW space issues, planning and analyzing space utilization across the PEO, and interfacing with NAVWAR facilities group to represent PEO interests. FRFs shall be completed within two (2) working days of request submission. Minutes and notes from FPB or any facilities

group meeting, formal or informal, shall be provided within three (3) working days after the meeting. A status report of space utilization shall be provided on a monthly basis.

**5.10.4** The Contractor shall provide subject matter expertise and administrative support to create briefs, workspace improvement plans, presentations, documentation and diagrams in support of operations and management initiatives. This includes knowledge of SE2, Risk Exchange, and DOORS.

**5.10.5** The Contractor shall provide management and analytical support to the development, refinement and execution of the PEO Management Control Plan; preparation of the annual Statement of Assurance (SOA); submission of the SOA to higher authority; audit tracking to ensure the SOA addresses all audit/inspection findings; and liaison with staff and management responsible for the PEO's Assessable Units (AUs) to ensure compliance with the plan and timely preparation of the SOA for each AU.

**5.10.6** The Contractor shall act as the PEO Assistant Customer Technical Representative (ACTR) for Navy Marine Corp Intranet (NMCI) or equivalent operational issues. The ACTR is responsible for entering and tracking all NMCI equipment in NMCI Equipment Tracking, tracking phones with facilities, ordering approved equipment and/or services, and ensuring that all transferring or departing Government employees or contractors turn-in all assigned NMCI/phone equipment prior to departure. The Contractor shall also maintain a configuration database for all personnel within the PEO FO to track NMCI/phone configuration data for each user. The Contractor shall provide a status report to the PEO Director of Operation when requested. The Contractor shall attend meetings as required and complete all mandated ACTR training. The Contractor shall schedule maintenance for copiers and printers and order the associated consumables.

**5.10.7** The Contractor shall maintain and manage Web-Site Portal support and access for the PEO FO. The Contractor shall focus on the management, upgrade and maintenance of the portal site, (currently SE2). Upgrades to the existing website shall consist of routine upgrades, enhancements, and modifications in support of the PEO mission.

The Contractor shall implement, test and verify improvements according to the agreed schedule. The Contractor shall provide website administration support to maintain the SE2 portal, or any subsequently introduced portal, and any external linkages and assist in the posting of new files. The website shall be 98% current at all times and information shall be posted/updated within three (3) working days of receipt of such information.

The Contractor shall provide the overall management of the POG to include notifying the other functional areas when they need to update their portions of the POG.

**5.10.8** The Contractor shall provide management and N-ERP subject matter expertise support. The contractor shall fill the PEO Superuser positions. The current modules in use are Financial Management (FM), Project Systems (PS) and Material Management (MM) but could change to include more modules. The Superuser is the lead SME for PEO FO personnel, liaison to the Extended Module Leads, and liaison to the PMW SMEs. The superuser shall provide guidance to the PMW SMEs and coordinate PEO requirements with the Extended Module Leads.

The Contractor shall fill the PEO User Management Delegate (UMD) superuser position, provide N-

ERP roles and training guidance to FO users and supervisors, process all FO account change requests, coordinate with NAVWAR ERP Business Office (SEBO) role mapping lead, and function as the backup for the PMW UMD.

The Contractor shall maintain the N-ERP information in the PEO portal. This includes maintaining a roster for the PMW SME leads. The roster shall be updated within two (2) working days of notification of a change.

### **5.11 Manpower (O&M,N)**

The Contractor shall provide expertise in personnel management, recruitment and retention support across PEO and associated PMWs.

**5.11.1** The Contractor shall provide analysis of the current workforce relative to current workload; analysis of future workload and work type; and projection of future workforce needed given future work projections.

**5.11.2** The Contractor shall analyze and evaluate an organization's current staffing situation including achievement of required Defense Acquisition Workforce Improvement Act (DAWIA) certifications; using available personnel information databases, currently Total Workforce Management Services (TWMS) system, and provide a monthly report that tracks certification and staffing levels.

**5.11.3** The Contractor shall prepare, monitor, coordinate and track Requests for Personnel Actions (RPA) in the appropriate database, currently Defense Civilian Personnel Data System (DCPDS), within five (5) working days of request, and apprise management daily of RPA status. The Contractor shall prepare draft position descriptions, maintain files and documents on all personnel actions, and coordinate actions with appropriate staff.

**5.11.4** The Contractor shall analyze the timeliness of processing personnel actions to identify deficiencies or discrepancies and recommend plans to improve efficiency of processing personnel actions on a quarterly basis.

**5.11.5** The Contractor shall coordinate with government employees and managers regarding personnel actions. The Contractor shall provide written recommendations within two (2) working days of notice of any issues with a personnel action. The Contractor shall interpret, modify and apply available guidelines for adaptation to specific problems or issues.

### **5.12 Strategic Management and Strategic Communications (O&M,N)**

The Contractor shall provide subject matter expertise in Administrative, Strategic Planning, Communications, and Program Management support services to prepare and implement PEO operating policies, processes, procedures, strategy, information and communications management.

**5.12.1** The Contractor shall coordinate, create, assemble, and distribute PEO products and services media to facilitate both internal and external communications to stakeholders and customers. The Contractor shall plan, coordinate, and execute PEO participation/displays at industry/Government tradeshow. The Contractor shall generate all graphics and visual products in support of PEO public relations.

**5.12.2** The Contractor shall coordinate, develop and maintain PEO's Strategic Planning documentation. The Contractor shall create, and maintain the tracking and execution measures of the PEO Strategic Plan Objectives and Action Plans.

**5.12.3** The Contractor shall develop and implement a communications plan that informs PEO and NAVWAR leadership and personnel about the strategic communications and strategic management process. The communications plan shall include development of the communications media (e.g., executive level briefings, articles, web logs (blogs) and other notices as appropriate) required to ensure successful implementation of the Strategic Plan, Annual Report and Communication Plan.

**5.12.4** The Contractor shall develop communications material for senior level stakeholder engagement to ensure external messaging is consistent with the communications plan, timely with respect to environmental challenges and tailored to the organizations of those engaged.

**5.12.5** The Contractor shall serve as the PEO public affairs liaison, coordinating release of PEO public information with the NAVWAR Public Affairs Office; this includes authoring or coordinating press releases, authoring and submitting articles to defense publications, managing PEO social media releases, press engagement, article related photography, videography, and CHINFO input. The Contractor shall advise senior leadership on matters related to public affairs and prepare messaging and strategic communications for public release.

**5.12.6** The Contractor shall curate the content of the PEO Digital War Room/Collaborative Workspace and facilitate planning sessions, and assist users to develop content and create vignettes or storylines that convey strategic messaging to key stakeholders. This includes acting as subject matter expert to educate the PEO Front Office client and its support team on how to optimize the spatial Mezzanine operating environment to convey PEO strategic messages and how to effectively use the Mezzanine system for collaboration (content selection, manipulation and management), and engaging with other Navy Mezzanine installation sites to share lessons learned from other installations and gathering feedback from other Navy commands. The contractor shall support technical upgrades of the Mezzanine system and ensure the system is operational and available for use providing system support to the government team.

### **5.13 Continuous Process Improvement (O&M,N)**

The Contractor shall provide administrative, program management support and technical subject matter expertise in CPI methodology, statistical analysis, data science, data wrangling, metric development and implementation, including Governmental financial management, certified expertise in data visualization and process improvement methods.

**5.13.1** The Contractor shall evaluate and advise the Government Client on all published CPI Guidance, Policy, Regulation, Statute or Instruction to ensure PEO compliance. The Contractor shall brief the Government Client within five (5) working days of a new Guidance, Policy, Regulation, Statute or Instruction. The Contractor shall develop and maintain CPI related PEO guidance in the required repository.

**5.13.2** The Contractor shall conduct and provide analysis on recommended CPI best practices, to include latest concepts, methodologies, tools and technology currently used by industry and reported

by the American Society of Quality (ASQ). The Contractor shall provide analytical reports and metrics used to sustain process improvements using expert knowledge of CPI, along with knowledge of Navy acquisition and processes in areas including, but not limited to, installation and modernization, contracting, cyber security, IA, and logistics. Following the DoD Planning, Programming, Budgeting, and Execution system, the Contractor shall act as the sole Financial Reviewer for verification and validation of all financial benefits derived from process improvement projects and efficiencies related to Department of the Navy Better Buying Power initiatives.

**5.13.3** The Contractor shall provide CPI support at the level of an ASQ certified Master Black Belt. The Contractor shall independently provide advanced statistical analysis of acquisition program and related processes for PEO in accordance with current SECNAVINST 5000, DoD 5000 Instruction, DAG, and current acquisition reform policy. The Contractor shall be skilled in leading, instructing and facilitating CPI efforts chartered to improve processes and develop more effective, efficient, and cost-wise “to-be” processes.

**5.13.4** The contractor shall coordinate the development, execution and maintenance of annual CPI Strategic Objective(s) and Action Plan(s) as directed by the Government. The Contractor shall develop and maintain accuracy of Enterprise and Readiness Metrics that indicate the health of PEO and readiness of systems in the operational environment. The Contractor shall coordinate with NAVWAR Headquarters Organizational Process Management Office to align PEO and NAVWAR CPI deployment strategies, and leverage coaching, teaching and mentoring initiatives and resources to increase teamwork between the organizations and strengthen the institutionalization of CPI in PEO.

**5.13.5** The Contractor shall develop, and maintain all required CPI training material in accordance with the applicable Department of Navy and ASQ LSS Body of Knowledge. The Contractor shall schedule, plan, coordinate and execute the delivery of such CPI training as directed by the Government.

**5.13.6** The Contractor shall collect nominations to recognize, incentivize and award personnel for excellence in CPI. The Contractor shall measure progress of the award process and recommend improvements to the process.

**5.13.7** The Contractor shall prepare briefs, presentations, best practice videos, financial benefit tracking documentation, statistical analysis and flowcharts and diagrams suitable for presentation at the Flag and SES level. The Contractor shall manage all CPI data and graphic contents, to include development, implementation, maintenance and sustainment of documentation libraries and all associated files and records. The Contractor shall, on a monthly basis, analyze the status of the projects, document the results, brief to the Government Requestor and archive all files in the proper data repository.

#### **5.14 General Requirements (O&M,N)**

The following support shall be required by all functional areas in the PEO FO to include the functional areas described in Sections 5.1 through 5.13 unless otherwise specified by the Government.

**5.14.1** The Contractor shall develop, collect, analyze and prepare monthly metrics data to inform

leadership on various initiatives for the different functional areas. The format and content will be as described by the Government Client.

**5.14.2** The Contractor shall provide program management, technical, and administrative support in preparing, coordinating, and responding to program drills, data calls, white papers, briefs, and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate PMW or other PEO/NAVWAR/Navy sources, the necessary data to develop initial and final revisions.

**5.14.3** The Contractor shall provide subject matter expertise and administrative support for briefs, presentations, and documentation in support of various initiatives for the different functional areas.

**5.14.4** The Contractor shall monitor the DoD Records Management Tool, currently designated as HP TRIM, for final acquisition documents requiring review on a daily basis. The contractor shall review documents and provide comments to the Government Requestor within three (3) working days of entry into the Records Management Tool.

**5.14.5** The Contractor shall provide technical and planning support for meetings, conferences, and working groups. Support shall include coordinating meetings, drafting meeting agendas, setting up and operating DCO, Video Teleconferencing (VTC) equipment and other audio-visual equipment, and taking, finalizing and distributing meeting minutes. The Contractor shall submit meeting minutes within three (3) working days after an event. The Contractor shall have a conference room available within 15 minutes of the Government location to be able to accommodate at least 30 people.

**5.14.6** The Contractor shall identify, resolve, and track action items. All action items identified shall be evaluated and recommendations for resolutions shall be provided within five (5) working days of identification, or, if more time is required, by a date agreed to by the parties. The Contractor shall track status of all action items and provide a summary status report monthly to the designated Government Client.

**5.14.7** The Contractor shall provide drafts of new or revisions to existing policies and procedures for the various functional areas for inclusion in the POG.

**5.14.8** The Contractor shall manage all portal data and graphic contents, to include development, implementation, maintenance and sustainment of documentation libraries as well as all associated files and records in the portal or document repository, currently SE2.

**5.14.9** The Contractor shall analyze and provide recommendations of long term, way ahead strategic plans and initiatives in accordance with DoD, DoN and PEO regulation and statutes. Working with the PEO, the Contractor shall develop strategic plans to implement future goals and initiatives as assigned.

## **6.0 DELIVERABLES**

The Contractor shall provide the documentation necessary to accomplish the tasks and objectives as outlined in Section 5.0. In addition, the Contractor shall deliver the following contract data requirements identified below and in Contract Exhibit A – Contract Data Requirements List.

Products	Due Date
Monthly Status Report (CDRL A001)	15 <sup>th</sup> of each month
Trip Activity Report (CDRL A002)	10 days after completion of trip

Material shall be prepared in accordance with DoD, DoN, or PEO formats; free of errors in content, spelling, grammar, punctuation, format and consistency; and submitted in accordance to the schedule of the requestor.

## **7.0 PERFORMANCE EVALUATION**

Performance assessments will be conducted in accordance with the Department of Defense (DoD) Contractor Performance Assessment Reporting System (CPARS) processes and ratings will be consistent with CPARS ratings. Contractor's performance assessments will be based on how well the Contractor meets the objectives identified in this PWS.

## **8.0 GOVERNMENT FURNISHED PROPERTY**

Government Furnished Property is not required for this task order.

## **9.0 SECURITY AND ACCESS**

Most requirements of this PWS will be met at or below the SECRET level; however, some of the tasks will require access to SECRET, TOP SECRET (TS) and incidental Sensitive Compartmented Information (SCI) at Government and other designated Contractor facilities. The Contractor shall be required to handle and prepare classified documents in the course of their support such as briefings, acquisition planning documents, technical analyses, as well as attend SCI-level meetings. Some Contractors shall require occasional access to the Joint Worldwide Intelligence Communications System (JWICS) to engage in correspondence with the SCI community. SCI classified efforts will include red threat data, national ISR capabilities, PEO C4I IO/ISR program capabilities and limitations, capabilities and limitations of surface and air programs involved in mission threat analysis, as well as classified S&T and prototype projects. At a minimum, all personnel shall possess a General Service (GENSER) SECRET personal clearance and some personnel will require a TOP SECRET personal clearance with access to SCI. In addition, some contractors are required to access SIPRNet at Government locations where work is being performed.

Although there is no requirement for the contractor to access NATO information on the contact per Naval Intelligence Security Policy Directive 17-008, those contractors that are SCI cleared shall be North Atlantic Treaty Organization (NATO) read-on with an entry in the Joint Personnel Adjudication System (JPAS). Contractor personnel assigned to this effort who require access to SCI data and spaces must possess a current SSBI with ICD 704 eligibility (which replaced DCID 6/4 eligibility). Contractors performing tasks at the TS or below level without SCI access shall only receive the North Atlantic Treaty Organization (NATO) awareness brief and complete the derivative classification training prior to being granted access to SIPRnet; training is provided by the facility security officer. The NATO awareness brief is not entered into JPAS.

Note: If foreign travel is required, the Contractor must obtain a Country/Theater clearance message. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel to initiate the release of a clearance message at least 35 working days in advance of departure. Each

Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure.

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD Form 254.

### **9.1 Information Assurance and Personnel Security Requirements for Accessing Navy Enterprise Resource Planning (ERP) Management System**

Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning System. Prior to accessing any NERP System, Contractor personnel shall contact the applicable NMCI Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp). Once an NMCI account has been established, the Contractor shall submit a request for Navy ERP access and the role required via the Contracting Officer's Representative (COR) to the Competency Role Mapping Point of Contact (POC). The COR will validate the need for access, ensure all prerequisites are completed and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to complete prior to requesting a role for Navy ERP include: Systems Authorization Access Request, DD Form 2875, Oct 2007, Annual IA training certificate and favorably adjudicated Trustworthiness Investigation commensurate with the appropriate IT Category (requires the SF85P).

For this procedure, reference to the COR shall mean the Procuring Contracting Officer for contracts that do not have a designated COR. For directions on completing the SF85P, the Contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the Contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations and initiate re-investigations as required.

### **9.2 DoD Information Assurance Awareness Training**

The contractor shall complete DoD IA Awareness training annually. NAVWAR has elected to use the Cyber Awareness Challenge training to meet the requirement identified in DoD Directive 8570.01, which is accessible through the Total Workforce Management System (TWMS). The policy applies to all Team NAVWAR computer and network users located at (NAVWAR Headquarters, affiliated PEOs and Business Units, to include all civilians, military, and Industry Partners. This policy may also apply to the tenant Command personnel, by agreement. The contractor shall provide a signed certificate for the annual IA Awareness training upon request. TWMS is found at <https://twms.nmci.navy.mil>.

### **9.3 Safeguarding Covered Defense Information and Cyber Incident Reporting**

#### **9.3.1 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews**

- a) Within thirty (30) days of contract award, the Contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government at the contractor's facility. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause

252.204-7012, which is included in this contract. The Contractor shall fully cooperate in the Government's review of the SSPs at the Contractor's facility.

- b) If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the Contractor of each identified deficiency. The Contractor shall correct any identified deficiencies within thirty (30) days of notification by the Government. The contracting officer may provide for a correction period longer than thirty (30) days and, in such a case, may require the Contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The Contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.
- c) Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s) at the Contractor's facilities. The Government may continue to conduct follow-on reviews until the Government determines that the Contractor has corrected all identified deficiencies in the SSP(s).
- d) The Government may, in its sole discretion, conduct subsequent reviews at the Contractor's site to verify the information in the SSP(s). The Government will conduct such reviews at least every three (3) years (measured from the date of contract award) and may conduct such reviews at any time upon thirty (30) days' notice to the Contractor.

### 9.3.2 Compliance to NIST 800-171

- a) The Contractor shall fully implement the CUI Security Requirements (Requirements) and associated Relevant Security Controls (Controls) in NIST Special Publication 800-171 (Rev. 1) (NIST SP 800-171), or establish a SSP(s) and POA&Ms that varies from NIST 800-171 only in accordance with DFARS clause 252.204-7012(b)(2), for all covered contractor information systems affecting this contract.
- b) Notwithstanding the allowance for such variation, the contractor shall identify in any SSP and POA&M their plans to implement the following, at a minimum:
  - (1) Implement Control 3.5.3 (Multi-factor authentication). This means that multi-factor authentication is required for all users, privileged and unprivileged accounts that log into a network. In other words, any system that is not standalone should be required to utilize acceptable multi-factor authentication. For legacy systems and systems that cannot support this requirement, such as CNC equipment, etc., a combination of physical and logical protections acceptable to the Government may be substituted;
  - (2) Implement Control 3.1.5 (least privilege) and associated Controls, and identify practices that the contractor implements to restrict the unnecessary sharing with, or flow of, covered defense information to its subcontractors, suppliers, or vendors based on need-to-know principles;

- (3) Implement Control 3.1.12 (monitoring and control remote access sessions) - Require monitoring and controlling of remote access sessions and include mechanisms to audit the sessions and methods.
- (4) Audit user privileges on at least an annual basis;
- (5) Implement:
  - i. Control 3.13.11 (FIPS 140-2 validated cryptology or implementation of NSA or NIST approved algorithms (i.e. FIPS 140-2 Annex A: AES or Triple DES) or compensating controls as documented in a SSP and POAM); and,
  - ii. NIST Cryptographic Algorithm Validation Program (CAVP) (see <https://csrc.nist.gov/projects/cryptographic-algorithm-validation-program>);
- (6) Implement Control 3.13.16 (Protect the confidentiality of CUI at rest) or provide a POAM for implementation which shall be evaluated by the Navy for risk acceptance.
- (7) Implement Control 3.1.19 (encrypt CUI on mobile devices) or provide a plan of action for implementation which can be evaluated by the Government Program Manager for risk to the program.

### **9.3.3 Cyber Incident Response**

- a) The Contractor shall, within fifteen (15) days of discovering the cyber incident (inclusive of the 72-hour reporting period), deliver all data used in performance of the contract that the Contractor determines is impacted by the incident and begin assessment of potential warfighter/program impact.
- b) Incident data shall be delivered in accordance with the Department of Defense Cyber Crimes Center (DC3) Instructions for Submitting Media available at [http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions\\_for\\_Submitting\\_Media.docx](http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions_for_Submitting_Media.docx). In delivery of the incident data, the Contractor shall, to the extent practical, remove contractor-owned information from Government covered defense information.
- c) If the Contractor subsequently identifies any such data not previously delivered to DC3, then the Contractor shall immediately notify the contracting officer in writing and shall deliver the incident data within ten (10) days of identification. In such a case, the Contractor may request a delivery date later than ten (10) days after identification. The contracting officer will approve or disapprove the request after coordination with DC3.

### **9.3.4 Naval Criminal Investigative Service (NCIS) Outreach**

The Contractor shall engage with NCIS industry outreach efforts and consider recommendations for hardening of covered contractor information systems affecting DON programs and technologies.

### **9.3.5 NCIS/Industry Monitoring**

- a) In the event of a cyber incident or at any time the Government has indication of a vulnerability or potential vulnerability, the Contractor shall cooperate with the Naval Criminal Investigative Service (NCIS), which may include cooperation related to: threat indicators; pre-determined incident information derived from the Contractor's infrastructure systems; and the continuous provision of all Contractor, subcontractor or vendor logs that show network activity, including any additional logs the contractor, subcontractor or vendor agrees to initiate as a result of the cyber incident or notice of actual or potential vulnerability.
- b) If the Government determines that the collection of all logs does not adequately protect its interests, the Contractor and NCIS will work together to implement additional measures, which may include allowing the installation of an appropriate network device that is owned and maintained by NCIS, on the Contractor's information systems or information technology assets. The specific details (e.g., type of device, type of data gathered, monitoring period) regarding the installation of an NCIS network device shall be the subject of a separate agreement negotiated between NCIS and the Contractor. In the alternative, the Contractor may install network sensor capabilities or a network monitoring service, either of which must be reviewed for acceptability by NCIS. Use of this alternative approach shall also be the subject of a separate agreement negotiated between NCIS and the Contractor.
- c) In all cases, the collection or provision of data and any activities associated with this statement of work shall be in accordance with federal, state, and non-US law.

### **9.5 Navy Marine Corps Intranet (NMCI)**

The Government does not authorize the Contractor to procure NMCI seats as part of this task order. The nature of this task does not require the Contractor to procure NMCI seats for contractor personnel. NMCI seats will be available for contractors working on-site.

### **9.6 Common Access Cards (CACs)**

The Government will provide CACs for the performance of this task order. The Contractor PM/FSO is responsible for notifying the COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the company, the company shall collect the CAC and turn it over to the TA within two (2) working days of the employee's departure. In the case of an employee still retained by the company transferring to another Program/Project with-in NAVWAR, the company will notify the COR and the TA within two (2) working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

### **9.7 Cyber Security**

The contractor must follow DoD instruction DFARS 252.239-7001 Information Assurance Contractor Training and Certification, in solicitations and contracts involving contractor performance of information assurance functions as described in DoD 8570.01-M and DFARS 239.7102-3 Information Assurance Contractor Training and Certification.

## **10.0 ADMINISTRATION**

### **10.1 Enterprise Contractor Manpower Reporting Application (ECMRA)**

The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Naval Information Warfare Systems Command (NAVWAR) via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at: <https://doncmra.nmci.navy.mil>.

For the purposes of CMRA reporting, the Federal Supply Code/Product Service Code applicable to the task order is R408.

## **10.2 Wide Area Work Flow (WAWF) Invoicing Requirements**

The Contractor shall notify the COR via e-mail when the Contractor submits invoices to WAWF. The Contractor shall also provide a soft copy of the invoice and any supporting documentation as requested by the COR in order to assist the COR in validating the invoiced amount against the services provided during the billing cycle and completing the Invoice Review Form provided.

## **10.3 Contractor Employee Identification**

For all services provided by the Contractor under this PWS and associated task order, the Contractor's employees and subcontractors shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Additionally, the Contractor's personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

Contractor occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

## **10.4 Mandatory Training**

Contractor personnel shall complete all mandatory training requirements per the NAVWAR Code 80330 Mandatory Training Wiki:

<https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training>

The Contractor is responsible for collecting and reporting the training status of all personnel, including subcontractor personnel. The Contractor shall report individual contractor personnel training status by updating Contractor's Progress, Status and Management Reports CDRL (A001), Staffing Plan attachment as required.

### 10.5 Work Week

(a) The normal workweek for Government employees at NAVWARSYSCOM is Monday – Friday 0730 – 1430. Unless otherwise specified by, the contractor's work shall be performed within the normal workweek. Pursuant to Federal law (5 U.S.C. 6103) the following public holidays are observed by the Government:

<b>Name of Holiday</b>	<b>Time of Observance</b>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

If any of the above public holidays fall on a non-workday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

(b) NOTICE: Contractor employees who make repeated deliveries to military installations shall obtain the required access card via the Defense Biometric Identification System (DBIDS) system. Information about DBIDS can be found at: <https://dbids-global.dmdc.mil/enroll#!/>

Contractor employees must be able to obtain a DBIDS Card or Common Access Card (CAC) in accordance with base security requirements. When an employee leaves the Contractor's employ, the employee's Card shall be returned to the Contracting Officer's Representative or the base Badge and Pass Office within five (5) calendar days.

Contractors who do not have a DBIDS card or Common Access Card (CAC) must be issued a one-day pass daily at the Badge and Pass Office. Issuance of a CAC requires the need for physical access to the installation and logical access to government owned computer systems.

(c) Periodically the Government may conduct Anti-Terrorism Force Protection (AT/FP) and/or safety security exercises, which may require the Contractor to adjust its work schedule and/or place of performance to accommodate execution of the exercise. The Contractor will be required to work with its Government point of contact to adjust work schedules and/or place of performance in the case of an exercise that causes disruption of normally scheduled work hours, or disruption of access to a government facility. The contract does not allow for payment of work if schedules cannot be

adjusted and/or the work cannot be executed remotely (i.e., the contractor's facility or alternate non-impacted location), during an exercise when government facilities are inaccessible.

## **10.6 Liability Insurance**

(a) The following types of insurance are required in accordance with the FAR 52.228-7 “Insurance—Liability to Third Persons” clause and shall be maintained in the minimum amounts shown:

- (1) Workers’ compensation and employers’ liability: minimum of \$100,000
- (2) Comprehensive general liability: \$500,000 per occurrence
- (3) Automobile liability: \$200,000 per person; \$500,000 per occurrence; \$20,000 per occurrence for property damage

(b) Upon notification of contract award, the contractor shall furnish to the Contracting Officer, as required by paragraph (b) of the FAR 52.228-5 “Insurance—Work on a Government Installation” clause, a certificate or written statement of insurance prior to commencement of work under this contract. The written statement of insurance must contain the following information: policy number, policyholder, carrier, amount of coverage, dates of effectiveness (i.e., performance period), and contract number. The contract number shall be cited on the certificate of insurance.

## **10.7 Post Award Conference**

The Contractor shall participate in a Post Award Conference (PAC) within ten working days after task order award to establish points of contact, discuss terms and conditions of the task order, and to provide the Government with their detailed transition plan. The transition plan shall include a list of personnel ready to start performing with the performance start date, introduction of the Prime and Subcontractor team, the staffing plan and timeline, and steps the company will take to ensure a smooth transition.. A Staffing Requirements Priority List (SRPL) will be provided to the Contractor at the PAC.

The following personnel shall start performing no later than five business days after the task order effective date:

- (1) Logistician (Senior), Clearance Level: Secret
- (1) Installation Support (Senior), Clearance Level: Secret
- (1) Executive Program Manager (Senior), Clearance Level: TS/SCI
- (3) Engineers (Senior), Clearance Level: TS/SCI

All Priority One (1) personnel identified on the SRPL shall start performing no later than ten business days after receipt of the SRPL. All remaining personnel identified on the SRPL shall start performing no later than 30 days after receipt of the SRPL.

## **11.0 TRAVEL**

Travel will be required in the performance of this PWS; however, the number of trips and locations are to be determined. The estimated duration of the trips is between one to five days each, to be supported by one to three travelers for each trip. When travel is required, the Contractor shall

follow the requirements identified below.

The Contractor shall utilize the electronic Travel Request form (provided separately) for all required travel in support of this task order. The request for all routine travel shall be made via email to the COR no later than five (5) working days in advance of travel date for final approval. All travel, including travel requiring quick approval, needs to be approved by the COR prior to travel arrangements. Trip/Activity Reports shall be completed and submitted to the COR 10 days after completion of trip.

The travel request shall include the following:

- Traveler's Name
- Name of specific Government Technical POC requesting the travel
- Program/project name requiring travel
- Applicable PWS Paragraph number
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel funds expended to date
- Balance of authorized travel funding

## **12.0 PLACE OF PERFORMANCE**

The place of performance for efforts under this performance work statement shall be at the Contractor and Government facilities as designated by PEO in San Diego, CA and other designated locations.